

Message Text

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ACTION EUR-12

INFO OCT-01 ISO-00 PM-04 /017 W
----- 018309

R 271755Z APR 76
FM USMISSION NATO
TO SECSTATE WASHDC 7171
INFO SECDEF WASHDC

UNCLAS USNATO 2289

E.O. 11652: N/A

TAGS: APER, AORG, NATO

SUBJ: NATO VACANCIES FOR MANAGEMENT ADVISORY UNIT

STATE FOR EUR/RPM; DEFENSE FOR MR. PAYNE,
PERSONNEL DIVISION ODAS(A)/OASD(C)

1. NATO HAS ADVERTISED TWO POSITIONS FOR THE NEWLY
ESTABLISHED MANAGEMENT ADVISORY UNIT AND REQUESTED
NOMINATIONS BEFORE 4 JUNE TO FILL THESE VACANCIES.

2. POSITION DESCRIPTIONS FOLLOW:

A. DIVISION: OFFICE OF ADMINISTRATION & PERSONNEL
TITLE: HEAD OF MANAGEMENT ADVISORY UNIT
(ORGANISATION & METHODS)

GRADE: A.5

DUTIES: UNDER THE GENERAL SUPERVISION AND GUIDANCE
OF THE DIRECTOR, THE INCUMBENT PLANS, DIRECTS
AND SUPERVISES THE ACTIVITIES OF THE MANAGE-
MENT ADVISORY UNIT; HE PROVIDES THE SECRETARY
GENERAL AND TOP MANAGEMENT WITH ADVICE ON ALL
MATTERS IN THE AREA OF ORGANISATION, WORK
METHODS, PROCEDURES AND STAFFING OF THE INT'L
STAFF.

HIS MAJOR DUTIES ARE AS FOLLOWS:

- FORMULATE PROPOSALS FOR IMPROVING MANAGEMENT
POLICY AND PRACTICE;
- CONDUCT CRITICAL REVIEW AND ANALYSIS OF
EXISTING ORGANISATION AND WORK METHODS TO
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ENSURE THE MOST EFFECTIVE UTILIZATION OF
MANPOWER AND RESOURCES:

- ANALYSE ALL NEW ORGANISATIONAL REQUIREMENTS
AND DETERMINE THE STAFFING NECESSARY TO

CARRY OUT THE PLANNED ACTIVITIES,
-CONDUCT JOB ANALYSIS TO ASCERTAIN WHETHER
JOB TITLES, JOB DESCRIPTIONS ANDJOB
QUALIFICATIONS CONFORM TO THE TASKS;
-DIRECT STUDIES OF APPLCATION OF ADRP TO
THE FIELD OF MANAGEMENT AND WORK METHODS.
QUALIFICATIONS: UNIVERSITY DEGREE AND EITHER ADEQUATE FORMAL
TRAINING OR EQUIVALENT EXPERIENCE, PREFERABLY
IN MANAGEMENT SCIENCE OR RELATED STUDIES,
SUCH AS PERSONNEL ADMINSTRATION OR BUSINESS
ORGANISATION AND MANAGEMENT. SEVERAL YEARS
OF SENIOR RESPONSIBLLITY IN PUBLIC ADMIN-
ISTRATION OR INDUSTRIAL MANAGEENT; SHOULD
BE ABLE TO EXPRESS HI SELF EFFETIVELY IN
SPEECH ANS WRITING AND TO MAKE PRESENTA-
TIONS BEFORE HIGH LEVEL GROUPS.
FLUENT KNOWLEDGE OF ONE OF THE TWO OFFICIAL
LANGUAGES AND A GOOD WORKING KNOWLEDGE OF
THE OTHER."

B. DIVISION: OFFICE OF ADMINSTRATIN AND PERSONNEL

TITLE: OFFICER (MANAGMENT)

GRADE: A.4

DUTIES: UNDER THE DIRECTION OF THE HEAD OF THE
MANAGMENT ADVISORY UNIT, TO UNDERTAKE
EXAMINATIONS OF ANY ASPECT OF MANAGEMENT
ACTIVITIS, ORGANIZZATIONAL MATTERS, WORKING
METHODS AND PROCEDURES, AND STAFFING
ARRANGEMENTS.

THE MAJOR DUTIES ARE AS FOLLOWS:

- TO DEVELOP QUESTIONNAIRES AND OTHER METHODS
BY WHICH RELEVANT INFORMATION CAN BE
OBTAINED;
 - TO FORMULATE RECOMMENDATIONS FOR IMPROVED
OPERATIONS AND FOR THE MOST ECONOMIC AND
EFFICIENT SOLUTIN TO SPECIFIC PROBLEMS;
 - TO SUTY THE APPLICATION OF ADP TO MANAGE-
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MENT AND TO DEVELOP APPROPRIATE PROGRAMMES.

QUALIFICATION: GRADUATION FROM A NIVERSITY OR COLLEGD OF
RECOGNISSED STANDING, PREFERABLY WITH
SPECIALISATION IN THE TECHNIQUES OF ORGANISA-
TION AND MANAGEMENT-REALTED STUDIES SUCH AS
PERSONNEL ADMINSTRATION, SYSTEMS AND
PROCEDURES, ETC.

OR

A SOUND GENERAL EDUCATION ACQUIRED AS A
RESULT OF FORMAL TRAINING AND RELEVANT
EXPERIENCE IN PROGRESSIVELY RESPONSIBLE POSS
AND AN ANALYSTICAL MIND AND THE ABILITY TO GATHER

FACTS QUICKLY AND PRESENT THEM COURTESOUSLY
AND CONVINCINGLY.

GOOD KNOWLEDGE OF ADP TECHNIQUES AND THEIR
APPLICATION TO MANAGEMENT.

FLUENT KNOWLEDGE OF ONE OFFICIAL LANGUAGE
AND A WORKING KNOWLEDGE OF THE OTHER."

3. MISSION RECOMMENDS DEPT CONSIDER NOMINATING A FOREIGN SERVICE
OFFICER WITH EXPERIENCE IN ADMINISTRATION FOR EITHER THE A.5 POST
(HEAD OF MAU) OF THE A.4 POST. EITHER WOULD BE AN IDEAL POSITION
FOR AN FSO WITH SYSTEMS ANALYSIS BACKGROUND SUCH AS THAT FURNISHED
BY THE EPSA PROGRAM OF UNIVERSITY TRAINING WHICH SEVERAL
DEPT OFFICERS HAVE UNDERGONE IN RECENT YEARS.

4. PLEASE ADVISE. STRAUSS-HUPE

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Message Attributes

Automatic Decaptioning: X
Capture Date: 30 AUG 1999
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 27 APR 1976
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976NATO02289
Document Source: ADS
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: n/a
Film Number: n/a
From: NATO
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t197604113/baaaawyf.tel
Line Count: 125
Locator: TEXT ON-LINE
Office: n/a
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators:
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: buchant0
Review Comment: n/a
Review Content Flags:
Review Date: 01 SEP 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <01 SEP 2004 by cookms>; APPROVED <09 DEC 2004 by buchant0>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: n/a
TAGS: APER, AORG, NATO
To: STATE
INFO SECDEF
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006